



SUSSEX NEIGHBOURHOOD HOUSE Inc.

COMMITTEE OF MANAGEMENT POLICY & PROCEDURES

RECRUITMENT

- ❖ The strength of the Committee of Management is vital in providing vision, direction, expertise and influence to ensure the organisations ongoing growth and development.
- ❖ The House aims to have Committee members who are committed to the development of the House as a key player in the well being and development of the local community
- ❖ Committee members will be willing to work for the advancement of the House and will contribute in a positive and constructive manner.
- ❖ Committee of Management business will be conducted in an open and transparent manner at all times.
- ❖ Recruitment is viewed in terms of achieving a balance amongst the members in knowledge, skills and background relevant to Sussex Neighbourhood House's mission statement and target communities.
- ❖ Members of the Committee of Management will be willing to undertake training to develop their skills and expertise.
- ❖ All committee positions will be advertised widely and publicly every year prior to the election at the AGM.
- ❖ Any resident of the Moreland Municipality who agrees with the Aims of the House is eligible to take out membership and stand for election to the Committee of Management.
- ❖ The Committee of Management and members will endeavour to seek out and encourage nomination of individuals with appropriate skills, commitment, energy and attitudes, taking into account the composition of the committee should attempt to reflect the diversity in the community and an appropriate balance.

THE COMMITTEE OF MANAGEMENT GOVERNANCE ROLE

The Committee of Management will:-

1. Rock the boat if necessary
2. Support worthy management
3. Take considered risks
4. Work within documented/explicit policies

5. Determine strategic direction
6. Rigorously assess Co-ordinator performance
7. Have “hands off” operations but “hands on” governance
8. Express feelings openly in order to stimulate debate
9. Build the Committee based on diversity – use diversity as the Basis for broad debate
10. Show me
11. Know the law well
12. Treat the role as a trusteeship responsibility
13. Regard the Co-ordinator as your # 1 employee, actively promote & demand top performance
14. Demand the information you need
15. Expect meetings to be formal, creative forums which vary in length in response to governance issues to be addressed

ROLES AND RESPONSIBILITIES OF COMMITTEE OF MANAGEMENT

1. **Leadership** – Vision, Direction, Public Profile
 - Mission Statement and Vision
 - Statement of Aims
 - Code of Ethics

2. **Management** –Planning, Needs Analysis, Decision making, Managing Change, Structure, **Complaint and/or Appeals**, Legal Liabilities, Review and Evaluation, Program and Services Profile, Participant Profile
 - Curriculum Plan
 - Learning Technology Plan
 - Access and Equity Policy
 - Cultural Diversity Policy
 - RPL Policy
 - Enrolment Policy
 - Computer /Internet Policy
 - Disputes and Mediation Policy
 - Community Profile
 - Usage Profile

3. **Financial Management**-Budgetary goals, business planning and financial
 - Accountability
 - Business Plan
 - Fees and Charges Policy
 - Finance Policy
 - Annual Financial Statement
 - Annual Budget

4. **Advocacy and Public Representation**
 - Annual Report
 - Representation on and involvement in other public organisations and consultations
5. **Strategic Planning**
 - Business and Strategic Plans

Evaluation and Quality Assurance processes

6. Human Resource Management

Coordination Roles, Functions and Responsibilities

Staffing Policy

Professional Development Plan

Position Descriptions for staff

7. Marketing

Marketing Plan

In most cases these roles relate to plans, structures, policies, procedures, and reviewing the outcomes, rather than the detail of implementation which is the domain of the staff under the management of the Coordinator.

COMMITTEE OF MANAGEMENT SKILLS

- ❖ Chairing meetings
- ❖ Minute taking
- ❖ Knowledge of SNH's Mission, aims and values
- ❖ Ability to analyse financial documents
- ❖ Experience on COMs
- ❖ Knowledge of curriculum issues
- ❖ Understanding of community development processes
- ❖ Knowledge of industrial issues
- ❖ Knowledge of child care issues
- ❖ Policy development skills
- ❖ Administrative experience
- ❖ Management experience
- ❖ Teaching experience
- ❖ Human resource management experience
- ❖ Legal experience
- ❖ Marketing experience
- ❖ Experience in managing diversity
- ❖ Student perspective

TARGET COMMUNITIES

- ❖ People without formal qualifications
- ❖ Unemployed and underemployed
- ❖ Older adults and retirees
- ❖ People with linguistic and culturally diverse background
- ❖ People with disabilities
- ❖ Carers
- ❖ Parents with Young families
- ❖ Members with particular expertise or community connections

RECRUITMENT PROCEDURES

All Committee of Management positions will be advertised widely and publicly every year prior to the election at the AGM.

Any resident of the Moreland Municipality who agrees with the Aims of the House, and is a member of the House is eligible to stand for election to the Committee of Management.

Members of the Committee of Management must hold current membership of Sussex Neighbourhood House.

The Committee of Management and members will endeavour to seek out and encourage nomination of individuals with appropriate skills, commitment, energy and attitudes, and representing the diversity of the community.

Members of the Committee of Management will be recruited with a view to achieving a balance amongst the members in knowledge, skills and background relevant to Sussex Neighbourhood House's mission statement and target communities. Being mindful that the composition of the committee should attempt to reflect the diversity in the community.

Committee of Management members should be willing to work for the advancement of the House and should contribute in a positive and constructive manner.

New Committee of Management members will receive a full copy of House Policies & Procedures, and the Constitution, as part of their orientation.